

2014 U.S. Embassy Small Grants Competition

Public Diplomacy Section

Embassy of the United States of America, Vientiane

CALL FOR PROPOSALS

The U.S. Embassy is accepting applications for grants from indigenous, non-governmental, not-for-profit organizations based in Laos under the Small Grants Competition (SGC). The purpose of SGC is to award small grants for **up to US\$20,000** for projects with the purpose of increasing engagement with Asia-Pacific institutions, strengthening human rights/democracy/good governance/rule of law, promoting educational exchange, supporting economic issues, and/or building relationships and countering negative stereotypes about American culture through cultural exchange. Key target audiences are youth and women/girls. Priority will be given to proposals from new organizations and new projects. **The deadline for submitting proposals is Friday, March 14, 2014.** Selection results will be announced in late spring.

To be eligible for consideration, every applicant must be engaged in, or propose to carry out, a project that supports the following five strategic goals:

1. **Multilateral Engagement:** by increasing engagement with Asia-Pacific institutions, including Pacific Islands Forum (PIF), Association of Southeast Asian Nations (ASEAN), APEC, and Lower Mekong Initiative (LMI).
2. **Economic Issues:** by supporting the U.S. economic goals in the Asia-Pacific region which include forging more open economic ties through engagement with partners and regional institutions; promoting a free system of commerce through trade, investment, and protection of intellectual property rights; and supporting a fairer trade and investment regime.
3. **Civic Engagement - Human Rights/Democracy/Good Governance/Rule of Law:** by strengthening human rights by engaging the people of the East Asia Pacific in programming to support religious freedom, to ensure free and open access to the Internet, to foster and maintain a vibrant civil society, and to emphasize gender equality.
4. **Education:** by promoting study abroad opportunities in the United States and connecting young people with American youth and U.S. institutions. Educational exchange programs promote knowledge sharing between academics and professionals in the United States and East Asia Pacific countries and provide tools for economic empowerment.
5. **Culture/Sports/American Society:** by building relationships and countering negative stereotypes about American culture in the East Pacific region through cultural exchange, including art, sports, theater, music, dance, and literature; collaborating with public and private cultural institutions and promoting alumni to deepen existing ties in the U.S. as well as within the region, and providing locally credible voices.

The SGC will **NOT** fund projects for the following:

- Individuals and third-country organizations,

- General operating expenses, long-term infrastructure costs and undefined miscellaneous or “overhead” expenses (but it may include modest administrative expenses, including honoraria/partial salaries of grant implementers, but only when they are directly linked to the conduct of the specific grant program),
- High costs to produce materials,
- Travel to international conferences,
- Costs primarily for food and drink expenses,
- Direct social services (but may be used to train trainers),
- Budget over US\$20,000,
- Duplication of existing projects, and
- Multi-year projects (although past recipients will be considered for new one-year projects).

The funds may be used for seminars and workshops, but proposals must describe the expected audience, content, and timeframe, and justify the activity in terms of outcome and benefits to U.S. national interests. It can also be used for the publication of materials, but proposals must describe the audience, content and means of distribution. Proposals must include a description of how the grant will be monitored and evaluated. Only organizations that demonstrate long-term sustainability beyond the proposed project activity will be considered. Note that the average amount of past approved projects has been US\$15,000.

Each project proposal **MUST** be submitted **in English**. Suggested information to be included in proposals is below. Please submit proposals by e-mail to: vientianepd@state.gov, with the words “Proposal for Small Grants Competition (SGC) 2014” in the subject line. For more information, please contact the Cultural Affairs Office of the U.S. Embassy at tel. 21-26-7047, or e-mail vientianepd@state.gov.

SUGGESTED INFORMATION TO BE INCLUDED IN PROPOSALS

All Information **Must Be Submitted in English**

I. INFORMATION ABOUT YOUR ORGANIZATION

- Name of the organization requesting the grant
- Address
- Phone and Fax numbers
- E-mail addresses
- Website address, if any
- Name and title of the organization’s Project Coordinator (coordinator’s resume **MUST** be attached)
- Names and titles of the organization’s additional key staff (key staff’ resumes **MUST** be attached)

- A short description of the organization's background
- Indicate if your organization previously received U.S. Government funding (if yes, please provide information)

II. INFORMATION ABOUT THE PROJECT

- Proposed project duration (start date should be in June 2014 and project should be completed within 12 months of the project start date)
- Amount of funding requested in US Dollars
- Detailed project description, including the specific province/s where project activities will take place
- Project purpose (what goals will be achieved and how the results will be determined/measured)
- Explain how the project supports the given strategic goals
- Project justification (describe the need or problems the project will solve and the groups the project will target)
- Project sustainability (explain how the project will continue to be funded/have an impact after the end of this proposed funding period)
- Project timeframe, starting from June 2014 (monthly/quarterly sequence and duration of project activities MUST be attached)
- Detailed budget in US\$ (an itemized budget MUST be attached)
- Explain how the project will be monitored and evaluated
- Indicate if there are other sources of support of this project
- Other organizations you applied to with the same project and status of your proposal